ADMINISTRATIVE - INTERNAL USE ONLY

4 FEB 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT   :   Programmed Instruction

1. This memorandum is for your information only.

2. During the Morning Meeting of 13 December you asked that DD/S and DD/S&T collaborate in arranging to keep the Agency abreast of work being done in the fields of learning machines and teaching machines. This memorandum reports the status of actions taken and planned along these lines.

3. On 22 December I reviewed with members of the Office of Training and the Office of Research and Development the Agency's experience with programmed learning methods and the need for a comprehensive study of the feasibility of applying these and related techniques of instruction to the Agency's training requirements. Since 1958 CIA has developed 19 separate programs on a wide variety of subjects (as shown in Tab A), for the most part with the technical help of outside contractors working under OTR guidance. Sixteen of these programs are still in use. In addition, 17 other programs dealing primarily with language instruction and computer programming have been obtained off-the-shelf from commercial suppliers; 14 of them are still in regular classroom and experimental use. To date, over 1,000 students have received training in courses using programmed materials. Little has been done in CIA, however, to examine programmed instruction as a system or to evaluate its general applicability to Agency needs. For this purpose, we agreed that the Office of Training and the Office of Research and Development should undertake a joint survey and evaluation of programmed learning techniques and, on the basis of their findings, recommend the extent to which such techniques should be applied in the Agency.

4. On 27 January 1966 I approved the plan for an OTR/ORD survey which visualizes a 3-phase effort extending at least into FY '68. The first phase, comprising a thorough investigation of the present state-of-the-art in programmed instruction and a concurrent evaluation of programmed materials being used in CIA, will take place during the remainder of FY '66 and the early part of FY '67. The second phase (in FY '67) contemplates the design and initiation of an experimental program within the Agency and its evaluation in comparison with our existing training system. The third phase (FY '68) would extend, where appropriate, the results achieved during the second phase.

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5. To expedite the first phase of the OTR/ORD survey, I have retained [   ] the former Director of Training, as a special advisor to conduct the detailed state-of-the-art investigation and to work with OTR and ORD coordinating certain aspects of their efforts. Other actions have also been taken, including:

a. Current, subjective evaluations are being made of the programmed materials which the Agency has developed or used thus far.

b. It has been agreed that foreign language training will receive priority attention during the first phase of the OTR/ORD survey.

c. ORD is preparing to contract with two or more outside "experts" in programmed instruction to assist with our efforts.

d. Two senior OTR officers have been enrolled in the 5-week Instructional Systems Programming Course at Lackland Air Force Base beginning 20 April 1966.

6. 1 September 1966 has been set as the deadline for a comprehensive report on the investigations to be conducted during phase one of the OTR/ORD survey. I will inform you of the main points in this report and of any other significant actions which may occur with respect to programmed instruction prior to that time.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Tab A
"Programmed Materials Used in CIA"

Distribution:
  Orig - Adse
    1 - ER
    2 - DD/S *subj. w/att and background*
    1 - D/TR
    1 - DD/S&T/ORD
AEO-DD/S:WFV:Ews (1 Feb 66)
Retyped: 4 Feb 66

PROGRAMMED MATERIALS USED IN CIA

Programs Developed by the Agency

OTR	Agency Organization and Function
	Planning Research Projects
	Observation and Description (Persons)
	Introductory French
	Technical Writing
	Mandarin Chinese
	Ready Review (Intelligence Orientation)
	Class B Accounting (Logistics and Finance)
OCR	Intellofax System
	Information Analysis and Classification
OSI	Estimation of Ballistic Missile Parameters
OC	Morse Code
NPIC	Major PI Operations
	PI Equipment and Materials
	Practice with Selected Photography
	Locating Photography on a Map
	Basic Target Recognition (Workshop)
	Soviet Aircraft (Part I)
	Soviet Aircraft (Part II)

Commercial Programs Used in the Agency

OTR	English 2600	Introductory Spanish
	English 3200	Effective Executive Practices
	Punctuation	Elementary French (4)
	Instant Russian	German A
	Basic Russian	
	Reading Improvement (Craig Readers)	
NPIC	Basic Russian	

[ ]	English 2600
	English 3200
OEL	First Year Electronics
OCS	Computer Programming
	Programming the IBM 1401
	Programming the IBM 7090

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